MBTelehealth

Polycom PVX
User Guide

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1.0   EQUIPMENT AT A GLANCE

When setting up the laptop for use with the Polycom PVX, allow at least 10 minutes for set up time. If prompted for a password, press Ctrl-Alt-Delete then enter to log on.

2.0   POLYCOM PVX SET UP

1. Set up the laptop by connecting the Ethernet cable and the power cord.   Once connected, press the power button on the laptop and wait for it to turn on.

2. Place the camera on top of the laptop as pictured above and plug it in to a USB port on the right hand side of the laptop.

3. Plug the Communicator (microphone) into one of the other USB ports on the right hand side of the laptop.

Place the Communicator at desk level as far from laptop as possible to reduce audio feedback at the far end. Test with the far end participant to ensure ideal placement

4. Double click on the PVX Icon to start the software. The software will load and your camera image will appear on the screen (this is the image the far site will see once you are connected)

5. Use the on screen image to manually adjust the camera until the desired image is showing. The ideal image will show you centred from chest up.

6. Once you have the camera in the correct position, press the mute button on the Communicator.

A red circle will appear around the buttons on the communicator and an icon will appear on the screen to indicate that the microphone has been muted.

2.1   Polycom PVX Viewing Options

There are two options for viewing the video image with the Polycom PVX Software; the **Main Window View** and **Full Screen View**. Both options are pictured below and are accessed by using the **Maximize** button on the menu bar or by selecting the **Display** icon on the menu bar.

Polycom PVX Main Window View
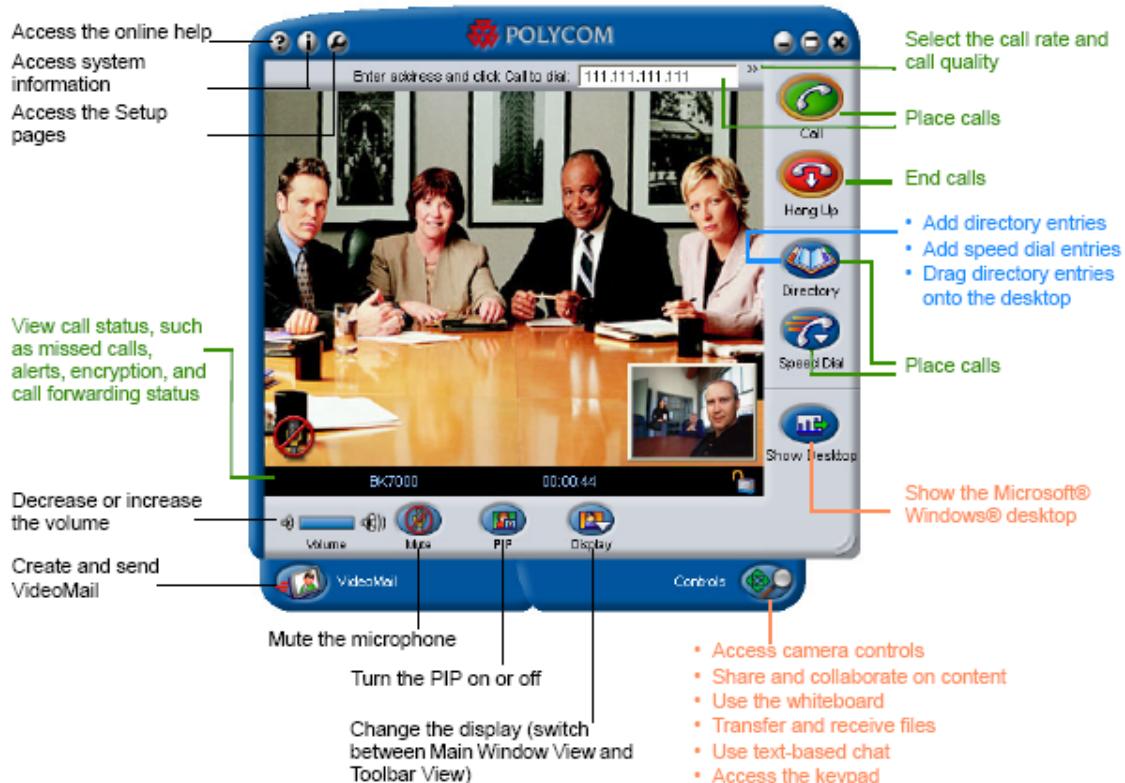
Polycom PVX Full Screen Menu Bar

End Calls   Place Calls   Directory   Picture in Picture   Display   Maximize
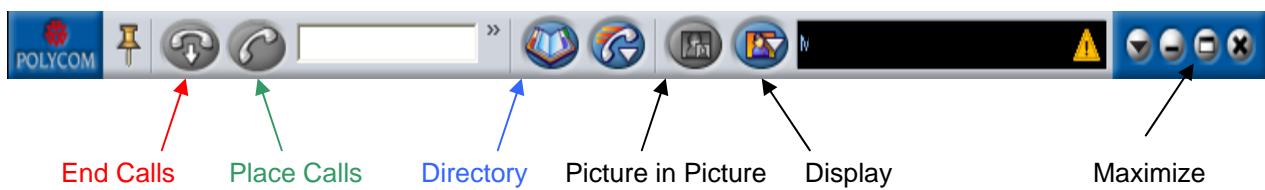
To switch between views using the Maximize button:

1. Click the **Maximize** button on the top right of the menu bar.

2. Click it again to return to the previous view.

If you press the minimize button in Full Screen View, only the menu bar will minimize. To recall it, press **Esc** (your screen will minimize) and look for **Polycom PVX** in your **Windows Task Bar**. Press **Maximize** again to return to full screen.

To switch between views using the display menu:

1. Click the Display button on the bottom menu bar and select either Main Window View or Full Screen
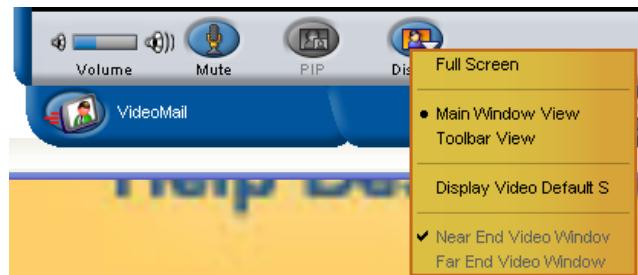
2. To return to the previous view, click the Display button again and select the alternate option.

When the software loads, the default view will be whatever view was active when the program was shut down.

2.2 To Place a Video Call

1. Click on the Directory button from menu bar

2. Scroll down the list of contacts to find the site you want to connect to. (Make sure the name on your confirmation matches the name in the directory i.e. Dauphin or Dauphin2)

3. Double click on the desired location or click the Call button   nect

4. You can activate the Picture in Picture option by clicking the icon   on menu bar. This will allow you to see the far end in the large window as well as an image of yourself in the smaller window.

5. When the conference is finished, click the Hang Up button   disconnect and then the close button to shut down the software

6. Select Shut Down from the Start menu on the laptop to power off the laptop.

7. Return the equipment to the carry case and store in the appropriate location.

2.3   Troubleshooting

If you are experiencing any problems with the videoconferencing equipment or have any questions, please contact the MBTelehealth Help Desk for assistance:

Winnipeg or outside of Manitoba
Phone: (204) 975-7714

Toll Free (within Manitoba only)
Phone: 1-866-667-9891 Option 1